

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING & CERTIFICATION BOARD  
2110 KANAWHA BOULEVARD EAST, SUITE 101  
CHARLESTON, WEST VIRGINIA 25311  
(304) 558-3919

**CLASSROOM - QUALIFYING AND CONTINUING EDUCATION  
COURSE APPLICATION**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED  
COURSE APPLICATION FEE: \$50.00 (NON-REFUNDABLE)**

**ALL COURSE APPROVAL INFORMATION MUST BE RECEIVED BY THE BOARD NO LESS THAN 30 DAYS PRIOR TO THE COURSE OFFERING**

**Part I – Application for Appraisal Education Course Approval ( PLEASE PRINT OR TYPE)**

**PROVIDER NAME:**

**PROVIDER ADDRESS:**

**CONTACT PERSON:**

**WEBSITE:**

**TELEPHONE NUMBER:**

**E-MAIL**

**EDUCATION APPROVAL REQUESTED:** ☐ **QUALIFYING EDUCATION** ☐ **CONTINUING EDUCATION**

**WILL AN EXAM BE GIVEN:** ☐ **YES (if checked you must provide the exam with answer key)** ☐ **NO**

**NAME OF COURSE:**

**INSTRUCTOR NAME(S)**

**NUMBER OF HOURS REQUESTED:** **DATE(S) COURSE OFFERING:**

**LOCATION WHERE COURSE WILL BE HELD:**

1. For the purpose of course offerings, one hour is defined as sixty minutes, at least fifty minutes of which shall be devoted to actual classroom instruction and no more than ten (10) minutes of which shall be devoted to recess.
2. All pre-license courses must be a minimum of fifteen (15) hours in length and students must pass an examination.
3. Continuing education courses are not required to be tested and must be a minimum of three (3) classroom hours.

**THE BOARD MAY INVESTIGATE AND/OR MONITOR ANY APPROVED COURSE BY CONFERRING WITH THE COURSE PROVIDER, INSTRUCTORS, VISITATION WITH OR WITHOUT PRIOR NOTICE OR BY SURVEYS TO PARTICIPANTS.**

**DATE RECEIVED:**

**CHECK NUMBER:**

**DEPOSIT NUMBER:**

**AMOUNT:**

**ATTACH THE FOLLOWING INFORMATION TO THIS APPLICATION FOR SUBMISSION TO THE BOARD:**

- ☐ Course Description
- ☐ Course syllabus – summary outline (timed)
- ☐ If AQB approved, a copy of the Appraisal Qualifications Board (AQB) course approval letter
- ☐ If AQB approval was granted to the developer of the course, not to the provider submitting the course for approval, a copy of the letter from the developer to the provider, granting them permission to offer the course.
- ☐ Detailed course outline with an estimate of the time required to present each course subsection
- ☐ Specific, measurable course objectives – what the participant will be able to do when the course is over
- ☐ Method(s) of instruction – (teaching techniques) to be used in the course
- ☐ A copy of all handout material. The instructor shall provide students with the most current and accurate information. If an exam is given you must attach the exam and the answer key
- ☐ A copy of the textbook/student manual
- ☐ Procedure for maintaining attendance records
- ☐ Proposed dates and times of course offerings
- ☐ The application fee \$50.00 (non-refundable) made payable to: WV Appraiser Board (WVAB)
- ☐ Instructor Profile: Instructors must meet one of the following: (attach instructor Bio/ resume)
  1. *Hold a license or certification in West Virginia or in any other state at the level to be taught (licensed residential/certified residential/certified general), and have five (5) years appraisal experience within the past ten (10) years directly related to subject matter to be taught (residential experience/non-residential experience).*
  2. *Hold a license or certification in West Virginia or in any other state at the level to be taught (licensed residential/certified residential/certified general), and have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught.*
  3. *Have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught, and pass an examination at the level to be taught (residential examination/general examination).*
  4. *Have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught (residential experience/non-residential experience, and pass an examination at the level to be taught (residential examination/general examination).*
  5. *Hold a baccalaureate or higher degree in a field directly related to subject matter to be taught, and pass an examination at the level to be taught (residential examination/general examination).*
  6. *Be a full-time faculty member at a college or university teaching a credit course in appraising.*

A roster of participants by course title and dates must be supplied to the West Virginia Real Estate Appraiser Board within 20 days of completion of each course. The roster must include the name of the course instructor(s), location where the course was given, credit hours, if an examination is given test scores and indicate pass or fail, and the complete name and address of the participants.

You must maintain a record of attendance of each person attending an offering. Records should reflect: course title and description, dates of the offering; clock hours of participation (if exam is given test score and indication of pass or fail) and, name and complete address of attendee.

A certificate of completion must be provided to participants. Certificates must include the following:

- Name of the course provider    •Title of the course or seminar    •Name of the participant    • Date of the course or seminar
- Number of credit hours                •Signature of person authorized to sign the certificate
- Statement: COURSE APPROVED BY THE WEST VIRGINIA REAL ESTATE APPRAISER BOARD

## **Part II – Qualifying Education Modules**

Each qualifying education course must be broken down to show how they meet the subject matter requirements of the following modules. The detailed course outline with estimated time required to present each course subsection must prove out the provider's breakdown

### ☐ **Module 1 – Basic Appraisal Principles (30 hours)**

Real Property Concepts and Characteristics (Basic Real Property Concepts; Real Property Characteristics; Legal Description)  
Legal Consideration (Forms of Ownership; Public & Private Controls; Real Estate Contracts; Leases)  
Influences on Real Estate Values (Governmental; Economic; Social; Environmental, Geographic & Physical)  
Types of Value (Market Value; Other Value Types)  
Economic Principles (Classical Economic Principles; Application & Illustrations of the Economic Principles)  
Overview of Real Estate Markets and Analysis (Market Fundamentals, Characteristics & Definitions; Supply Analysis; Demand Analysis; Use of Market Analysis)  
Ethics and How They Apply in Appraisal Theory and Practice

### ☐ **Module 2 – Basic Appraisal Procedures (30 hours)**

Overview of Approaches to Value  
Valuation Procedures (Defining the Problem; Collecting & Selecting Data; Analyzing; Reconciling & Final Value Opinion; Communicating the Appraisal)  
Property Description (Geographic Characteristics of the Land/Site; Geologic Characteristics of the Land/Site; Location & Neighborhood Characteristics; Land/Site Considerations for Highest and Best Use; Improvements – Architectural Styles & Types of Construction)  
Residential Applications

### ☐ **Module 3 – USPAP (15 hours)**

### ☐ **Module 4 - Residential Market Analysis and Highest and Best Use (15 hours)**

Residential Markets and Analysis (Market Fundamentals, Characteristics & Definitions; Supply Analysis; Demand Analysis; Use of Market Analysis)  
Highest and Best Use (Test Constraints; Application of Highest and Best Use; Special Considerations; Market Analysis; Case Studies)

### ☐ **Module 5 – Residential Appraiser Site Valuation and Cost Approach (15 hours)**

Site Valuation (Methods; Case Studies)  
Cost Approach (Concepts & Definitions; Replacement/Reproduction Cost New; Accrued Depreciation; Methods of Estimating Accrued Depreciation; Case Studies)

### ☐ **Module 6 – Residential Sales Comparison and Income Approaches (30 hours)**

Valuation Principles & Procedures – Sales Comparison Approach  
Valuation Principles & Procedures – Income Approach  
Finance and Cash Equivalency  
Financial Calculator Introduction  
Identification, Derivation and Measurement of Adjustments  
Gross Rent Multipliers  
Partial Interests  
Reconciliation  
Case Studies and Applications

### ☐ **Module 7 – Residential Report Writing and Case Studies (15 hours)**

Writing and Reasoning Skills  
Common Writing Problems  
Form Reports  
Report Options and USPAP Compliance  
Case Studies

### ☐ **Module 8 – Statistics, Modeling and Finance (15 hours)**

Statistics  
Valuation Models (AVM's and Mass Appraisal)  
Real Estate Finance

### ☐ **Module 9 – Advanced Residential Applications and Case Studies (15 hours)**

Complex Property, Ownership & Market Conditions  
Deriving and Supporting Adjustments  
Residential Market Analysis  
Advanced Case Studies

<input type="checkbox"/> <b>Module 10 – General Appraiser Market Analysis and Highest and Best Use (30 hours)</b>
Real Estate Markets and Analysis (Market Fundamentals, Characteristics & Definitions; Supply Analysis; Demand Analysis; Use of Market Analysis) Highest and Best Use (Test Constraints; Application of Highest & Best Use; Special Considerations; Market Analysis; Case Studies)
<input type="checkbox"/> <b>Module 11 – General Appraiser Sales Comparison Approach (30 hours)</b>
Value Principles Procedures Identification and Measurement of Adjustments Reconciliation Case Studies
<input type="checkbox"/> <b>Module 12 – General Appraiser Site Valuation and Cost Approach (30 hours)</b>
Site Valuation (Methods; Case Studies) Cost Approach (Concepts & Definitions; Replacement/Reproduction Cost new; Accrued Depreciation; Methods of Estimating Accrued Depreciation; Case Studies) Case Studies
<input type="checkbox"/> <b>Module 13 – General Appraiser Income Approach (60 hours)</b>
Overview Compound Interest Lease Analysis Income Analysis Vacancy & Collection Loss Estimating Operating Expenses & Reserves Reconstructed Income & Expense Statement Stabilized Net Operating Income Estimate Direct Capitalization Discounted Cash Flow Yield Capitalization Partial Interests Case Studies
<input type="checkbox"/> <b>Module 14 – General Appraiser Report Writing and Case Studies (30 hours)</b>
Writing & Reasoning Skills Common Writing Problems Report Opinions & USPAP Compliance Case Studies
<input type="checkbox"/> <b>Elective – Residential (20 hours)</b>
<input type="checkbox"/> <b>Elective – General (30 hours)</b>

**Part III – Instructor Qualification Sheet (Please print or type) MUST BE COMPLETED FOR EACH INSTRUCTOR**

NAME OF INSTRUCTOR:

ADDRESS OF INSTRUCTOR:

☐ For continuing education purposes this is a: ☐ USPAP course ☐ non-USPAP course☐ For qualifying education purposes this is a: ☐ USPAP course ☐ non-USPAP course**For Uniform Standards of Professional Appraisal Practice (USPAP) YOU MUST provide supporting information:**☐ Qualified by the Appraisal Foundation to teach the National USPAP Course☐ Certification number:☐ Expiration date:☐ State where issued:☐ Classification of certification:**ABILITY TO TEACH EFFECTIVELY: Please check which of the following is applicable. This must be supported by the information provided on the Instructor's Profile**☐ Hold a license or certification in West Virginia or in any other state at the level to be taught (licensed residential/certified residential/certified general), and have five (5) years appraisal experience within the past ten (10) years directly related to subject matter to be taught (residential experience/non-residential experience).☐ Hold a license or certification in West Virginia or in any other state at the level to be taught (licensed residential/certified residential/certified general), and have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught.☐ Have five (5) years of teaching experience within the past ten (10) years in the subject matter to be taught, and pass an examination at the level to be taught (residential examination/general examination).☐ Have five (5) years appraisal experience within the past ten (10) years directly related to the subject matter to be taught (residential experience/non-residential experience), and pass an examination at the level to be taught (residential examination/general examination).☐ Hold a baccalaureate or higher degree in a field directly related to subject matter to be taught, and pass an examination at the level to be taught (residential examination/general examination).☐ Be a full-time faculty member at a college or university teaching a credit course in appraising.**\*\*\*\*\* CERTIFICATION \*\*\*\*\***

I affirm that the information provided within, and attached hereto, this application is complete and accurate. I have examined the credentials of the instructor(s) and am satisfied that the information provided by said instructor(s) are true and correct. I affirm that nothing has been withheld that would influence a complete evaluation of this offering.

\_\_\_\_\_  
Name of Course Provider\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Name of Applicant (PRINT)\_\_\_\_\_  
Title of Applicant